



Guilsborough Academy

Guilsborough Multi Academy Trust



Head of Drama

Candidate information pack

Letter from Mr Simon Frazer, Principal

Dear Colleague

Thank you for taking an interest in our Academy and particularly in the post of Head of Drama.



I know how important it is to make the right decision when deciding whether to apply for a new post. It is important to find out as much as you can about us, so I would encourage you to visit our website, www.guilsborough.northants.sch.uk, where you will find lots of information, including our recent newsletters.

We will be making tours available to prospective candidates as I believe it is important to get a feel for the academy and our values. If you would like a tour of the academy we would be pleased to arrange this. Please contact our HR department, on hr@guilsborough.northants.sch.uk.

Our Ofsted report can be found [here](#), which is another source of information for you and which highlights 'the positive learning environment in which lessons take place' and 'good behaviour' of our pupils.

While most staff at Guilsborough are long serving members of staff, I joined Guilsborough as Principal in September 2020. I was made to feel extremely welcome. Colleagues' support for our students, and each other, has been a highlight. The messages of support from our parents/carers, examples of which are on our website, have also been heartening as we work hard to make sure our students continue to make the progress we know they can. Long serving colleagues say that they stay because of the pupils, their colleagues, and the training and career development opportunities they are able to access.

My personal belief is when we attract fabulous staff, look after their welfare and give them an environment where they can flourish, we continue to give our pupils the high-quality education that they deserve.

If you feel that Guilsborough Academy could be the right school for you then we would welcome your application.

With best wishes for the future.

A handwritten signature in black ink, appearing to read 'S. Frazer'. The signature is fluid and cursive, written on a white background.

Simon Frazer
Principal of Guilsborough Academy

About Guilsborough Multi-Academy Trust

We are a small MAT located in idyllic Northamptonshire countryside. We are presently comprised of one academy: Guilsborough (11-19) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust. Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 11-19 Education for the benefit of our pupils, staff, parents/carers and the wider community.

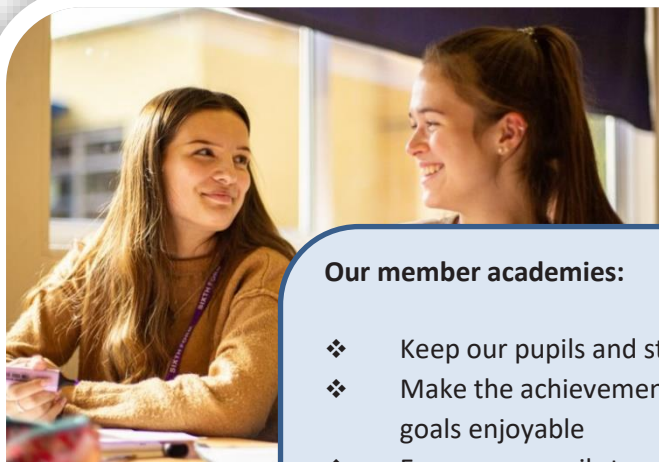
The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others. We value our relationship with church colleagues and the expertise they bring to our Trust.

We recognise and encourage the individuality of our academies, and the need for them to reflect the character of the communities that they serve. Success and excellence warrant a greater autonomy.

The Trust values the work of our Academy Governors to hold their Academies to account and to constructively monitor school progress. Intervention must come where and when it is needed and in proportion to the identified area of development.

The Trust provides a set of centralised services to support our academies and help them remove distracting administrative duties from our education leaders. Through the centralisation of support services we can align centres of excellence in our back office, which in turn help create savings that we can direct into the classroom to continually drive up education standards.



Our member academies:

- ❖ Keep our pupils and staff safe
- ❖ Make the achievement of learning goals enjoyable
- ❖ Encourage pupils to appreciate the value of education and the opportunities it can create; and
- ❖ Prepare our pupils to be active and valued members of society.



Welcome to Guilsborough Academy

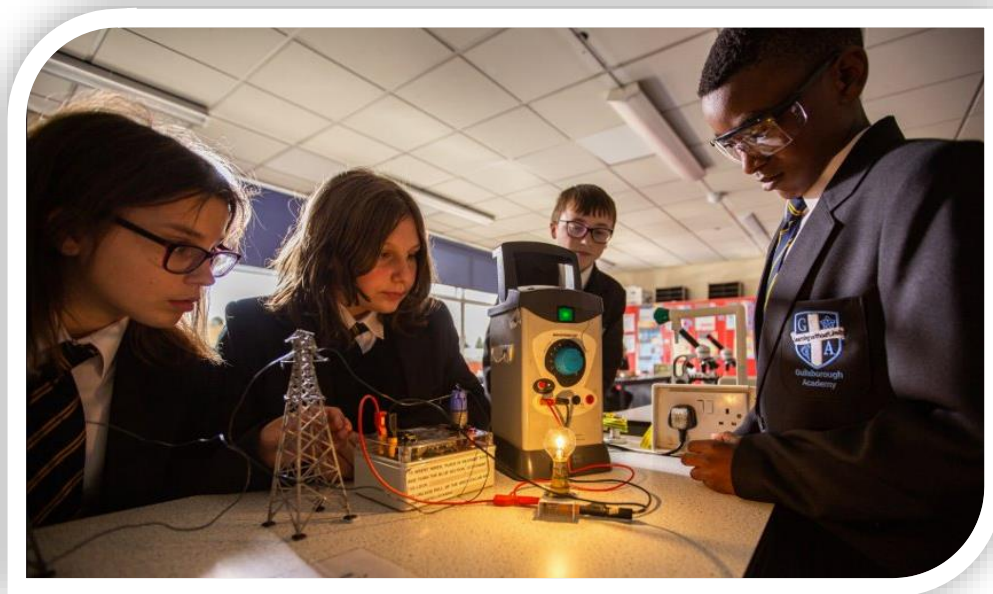
At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills and commitment of our staff and the enthusiasm and hard work of our pupils, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for pupils of all abilities. Our pupils' excellent academic achievements can be seen in the national league tables. Every year our most able pupils achieve very highly; we encourage and support pupils to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information Advice and Guidance).

Guilsborough Academy is committed to a comprehensive intake and accepts pupils of all abilities. We are an extremely popular choice for parents/carers and we are over subscribed for September 2021. An inclusive school community, our pupils come from a wide variety of different social and cultural backgrounds, and we support pupils with special educational needs. Our aim is to challenge all our pupils to reach their full potential and celebrate their successes. We ensure that those pupils who have special learning needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our pupils are encourage and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the school, but also to the wider community. Pupils' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and pupils. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

Continuous staff development, supported by a research led focus on Teaching and Learning forms the basis of our professional work. The most recent Teaching and Learning pack may be found [here](#).



Situated in idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

Head of Drama

Full time (Part time, may be considered)

**Main or Upper Pay Scale plus TLR 2b - A Relocation Allowance and R&R payment is available for the right candidate.
Permanent contract – Required for September 2023**

We have an exciting leadership development opportunity for an enthusiastic and innovative teacher who wishes to develop gain experience as a middle leader. The Post would hold responsibility for leading Drama across all key stages. Drama is a popular Sixth Form choice with a history of strong results. In addition to this the drama lead would be responsible for organising the annual show, and maintain the high profile of drama across the school. Alongside this the subject leader would be responsible for overseeing the quality of the curriculum being delivered within Drama.

As part of our Middle Leadership Team, you will have the opportunity to work collaboratively with our other leaders and managers, both within the Academy and across SWAN schools.

Do you have the drive and determination to contribute to the further development of our Academy? If so, we would be delighted to hear from you.

Visits to the school are warmly welcomed. Please contact our HR department on hr@guilsborough.northants.sch.uk or 01604 740641 to arrange a suitable time.

For further information and to apply, please visit the Guilsborough Multi Academy Trust website.

Closing date: Tuesday 30th May 2023 at 9am

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS, reference, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our safeguarding and Child Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.

www.guilsborough.northants.sch.uk

Job Description

Post Title	Head of Drama
Reports to	Vice Principal
Salary grade	Main or upper pay scale plus TLR 2b
Hours	Full time (part time may be considered)
Contract type	Permanent
Preferred start date	September 2023

RESPONSIBILITIES OF THE JOB

Key Responsibilities:

- Teachers should seek to enhance student self-esteem through a supportive, encouraging, yet challenging approach to learning, employing a wide variety of teaching styles suited to the needs of individuals and small groups as well as whole classes.
- Meet the relevant Teachers' Standards
- Promote the values and aims of the school
- Ensure that teaching reflects the diversity of backgrounds of students and promotes mutual respect
- Contribute to regular curriculum review to help maintain a relevant, stimulating and innovative curriculum provision
- Take responsibility for personal continuing professional development to ensure that knowledge and skills are kept up to date with respect to subject(s), pedagogy and curriculum developments plus wider school, local and national issues
- Assess progress of students in line with policy and records to ensure regular feedback and encouragement is given to students to take responsibility for their own learning
- Instigate measures to address the causes of identified underperformance and monitor the effectiveness of those measures
- Participate in lesson observation and other measures to monitor delivery of learning outcomes and quality of teaching and implement measures to address any improvement issues identified
- Participate in the appraisal process, identifying personal professional development priorities which will impact on students' learning
- Complete registers to monitor attendance and punctuality and take action to address any issues
- Utilise appropriate behaviour management strategies in lessons in line with school policy
- Submit assessments to the school database, and complete students' reports for parents' consultation deadlines in school calendar, ensuring they provide an accurate record of the progress of each individual and meeting high quality standards
- Create and maintain effective partnerships with parents and carers
- Treat students, parents, and colleagues fairly, equitably and with dignity and respect
- All teachers will be expected to plan, teach, mark work, and maintain records of attendance, progress, behaviour, and achievement in accordance with agreed school policies, using the information to raise standards of learning, with target grades set and reviewed regularly with students.
- Teachers are encouraged to take the initiative in putting forward ideas and to assist in the development of any aspects of the school.
- All teachers will be expected to work collaboratively with other staff as members of teams, departments, and other cross-curricular groups. Their contributions of their own talents and skills to such groups will aid the production of new initiatives, policies, resources, schemes of work etc.
- In collaboration with students, all staff are responsible for caring for the school environment, ensuring health and safety requirements are met and that a good learning environment is created.

- All staff should work in partnership with parents, communicating with them and always seeking to achieve the best outcome for each student.
- All staff should establish high expectations of positive student behaviour and appearance.
- To meet their own professional needs and the aims of the school all staff have the right to appropriate support and professional development opportunities, both through training and through formal and informal contact with colleagues. This is accessed through the performance management review programme.

Leadership:

The Subject Leader will be expected to:

- Provide a role model for pedagogy/methodology
- Monitor and evaluate – including self-evaluation and lesson observation
- Use data effectively to raise standards
- Create ambience/climate for learning and set high expectations
- Ensure delivery of training
- Ensure staff within the department are meeting the needs of SEND students

Management:

The Subject Leader will be expected to ensure quality and consistency of:

- Curriculum planning, sequencing and overall curriculum intent for the subject area
- Ensuring, where appropriate the delivery of the National Curriculum at KS3
- Marking and assessment
- Reporting
- Planning, schemes of work
- Organisation of teaching
- Meeting needs of all pupils (including management of behaviour and its impact on learning)
- Educational enhancement (e.g. booster classes, trips/visits)

Performance Management:

The Subject Leader will be expected to line manage a number of team members in relation to:

- Totality of performance
- Challenging objectives
- Development – to reflect school, departmental and individual needs/aspirations
- Capability

School level:

The Subject Leader will be expected to:

- Contribute to development of school policy and provide leadership on whole school issues at an appropriate level
- Maintain the profile of drama on an extra-curricular basis throughout the school
- Liaise with external agencies
- Represent team views, concerns and interests
- Support school ethos and policies
- Provide strategic direction and development of subject area
- Provide accountability to Governors
- Support links with parents

Personnel:

The Subject Leader will be expected to:

- Participate in selection of new staff
- Use good delegation, communication and organisational skills (Team Work)
- Support, guide and motivate team members and support staff

- Heighten common purpose/shared vision – secure commitment (team buys in)
- Chair meetings
- Coach
- Mentor
- Direct TAs/support staff
- Contribute to threshold and upper pay spine assessment, references, promotion, induction, ITT

Resources:

The Subject Leader is responsible for:

- Accommodation – ensuring an ambience conducive to learning
- Risk assessment and Health and Safety
- Value for money
- Effective deployment of staff

General:

- To attend relevant meetings and training sessions
- To promote and safeguard the welfare of young and vulnerable people.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To maintain high standards of confidentiality
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulation, legislation and procedures including the schools equality policy and Code of Conduct and national regulations such as Data protection and Health and Safety.

GDPR:

- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.

FURTHER INFORMATION

Guilborough Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an appropriate level of Enhanced DBS check unless internally appointed and already undergone the relevant checks. Any appointment made will be subject to the receipt of two satisfactory references and other pre-employment checks.

In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).

Person Specification

	<u>Criteria</u>	<u>Essential</u>	<u>Desireable</u>
<u>Qualifications and Experience</u>	Qualified to degree level in relevant subject	✓	
	Qualified Teacher Status	✓	
	Right to work in the UK	✓	
	Relevant teaching practice and training with the subject area	✓	
	Essential to be willing and able to teach more than one subject	✓	
	Experience of teaching Drama at KS5		✓
	Evidence of further professional development		✓
<u>Skills and abilities</u>	An excellent classroom practitioner	✓	
	An excellent knowledge of the Drama curriculum and its assessment	✓	
	Ability to foster a positive classroom ethos which motivates students to fulfil their potential	✓	
	Evidence of achieving good or better progress for students		✓
	Good written and oral communication skills	✓	
	Ability to use ICT effectively for teaching and management	✓	
	Ability to analyse data and make informed judgements	✓	
	Excellent interpersonal and organisational skills	✓	
	<u>Other attributes</u>	Reflective practitioner	✓
Commitment to multi-cultural education		✓	
Commitment to the safeguarding of children and young people		✓	
Optimistic, enthusiastic and generous of spirit		✓	
Resilience		✓	
Good judgement		✓	
Highly credible and lead by example		✓	
Evidence of ability to lead and work as a team member		✓	
Evidence of contributing to the wider life of a school		✓	
Clear vision and moral purpose through extra-curricular activities		✓	
Ambitious and committed to own professional development		✓	
A sense of proportion and humour		✓	

Learning without Limits

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

SignedPostholder

SignedLine Manager

Date

Support for our staff

At Guilsborough Multi-Academy Trust we value our staff. We are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academy. Without the energy, drive and enthusiasm of our staff, the Academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well being initiatives to support all of our staff and are able to offer:

- **An active staff wellbeing committee**
- **Dedicated and talented staff who are keen to build on our high expectations**
- **Great students who are enthusiastic and motivated.**
We have a very positive ethos and excellent staff/student relationships
- **A developmental and supportive culture for continued professional development.**
The school strives to deliver personalized pathways and opportunities in order to enhance the growth and development of all staff members.
- **A good working environment with good resources.**
- **Supportive parents and carers.**
- **A fabulous location.**
We are based in Guilsborough, Northampton on a large and beautiful site.
- **HR Services on site**
Confidential advice and guidance on HR policies and procedures including: Maternity, Paternity, Adoption leave. Accessing staff services such as occupational health and counselling. Flexible working. Long term and short-term absence support.
- **Eye Tests**
Visual Display Unit (VDU) users are entitled to a free eye test.
- **Free Flu vaccinations for all staff.**
- **Multi-Gym – due to be completed during the Autumn half-term.**
All employees have access to the multi-gym and this is available for staff only use: Mon-Fri 7.30-8.30am and 4.30-5.30pm. Staff showers are available.
- **Pension Schemes**
GA offers a defined benefit pension scheme which is supported by school contributions as well as those of the employee. GA has two pensions schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.
- **Healthy Eating**
Our in-house catering firm Caterlink offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.
- **PTA**
We have a very active PTA group that all staff can get involved in if they wish.
- **Additional Training Days**
Additional training day for curriculum development
- **Extended breaks**
- **Library - Book Club**
- **Friday night staff sports club**

Guilsborough first opened its doors over 60 years ago. Our newest building opened in September 2021. We value our strong history and are excited about our bright future.

We look forward to receiving your application and welcoming you to Guilsborough Academy.

